

How to order venipuncture and capillary draw orders in the ambulatory office setting.

In-Office Blood Draw Charges

Charges for venipuncture and capillary specimens are located within the **In-Office Procedure Charges** component on the Quick Orders Page.

When placing orders, ensure the correct FIN is being used.

STEP 1: Within the In-Office Procedure Charges component, locate **Miscellaneous Codes** section.

- Orders for venipuncture and capillary specimens are located in this band.

STEP 2: Select the order to add to the signature tray (it will turn green).

STEP 3: From Ordering Physician box will appear.

- Select **Order**.
- Enter the **Physician name**.
- Select **Administrative** as the Communication type.
- Select **OK**.

STEP 4: Click the **signature tray**.



STEP 5: Associate appropriate diagnosis in the **Orders for Signature** window.

NOTE: If diagnosis is not seen here, use the diagnosis tab of the details pane, as indicated by the missing detail icon.

STEP 6: Select **Sign**.

STEP 7: Fill in the missing detail of **Nurse/LPN/MA Procedure**.

STEP 8: Select **Sign**.

